

TO THE OFFICIALS OF THE FEDERAL CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the March 31, 2003, Call Report (form 5300). This package contains a copy of the Call Report (form 5300), the PC 5300 *Windows* program compact disk, a PC 5300 data disk, a copy of the PC 5300 *Windows* Checklist, and a return mailer.

Call Report: The report contains eight core pages that all credit unions are required to complete and seven supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. All credit unions must answer the five “credit and borrowing arrangements” questions on page 13. **Please carefully review the *Instructions for Reporting Requirements* located in the Call Report**, just before the Working Copy of the form. Page 16 is the PCA Net Worth Calculation Worksheet and requires no input unless you intend to use an optional Total Assets Election to compute your Net Worth ratio or elect to calculate an Alternative Risk Based Net Worth ratio.

The paper copy of the form is provided for your convenience. You are not required to return the form if you use the PC 5300 program (unless your examiner has requested that you do so), but you should print and sign a completed report, and retain a copy in your permanent records. If you choose to use the PC 5300 program, you must install the current system enclosed in this package. Please make sure that the version which appears on the *NCUA Form 5300 for Windows* program is correctly identified as 3A. Your charter number and check digit are listed at the top left corner of this page.

Report of Officials: The 2003 Report of Officials (form 4501) and the report’s *Windows* software were sent with the December 2002 call report materials. The software is also included with the current CD. The form and software are available on our website at www.ncua.gov/ref/roofficials/roofficials.html.

Please call NCUA Customer Service at 1-800-827-3255 with any software questions. **Please direct any questions not related to the PC 5300 software to the NCUA examiner listed below.**

Credit unions with Internet access and using the *NCUA Form 5300 for Windows* program can securely upload the Call Report data directly to NCUA for processing with *eSend to NCUA*. Please refer to the instructions for further details. Your Authentication Key required to use *eSend to NCUA* is listed at the bottom of this page.

If you use *eSend to NCUA*, no further documentation is necessary. The processing examiner will contact you with any questions during processing. If you do not use *eSend to NCUA*, please place the *NCUA Form 5300 for Windows* data disk (containing your transmission file) and/or the Call Report (Form 5300) **AND A COPY OF YOUR MARCH 31, 2003, FINANCIAL STATEMENTS** into the return mailer. **THE COMPLETED FORM OR DISK MUST BE RETURNED BY April 22, 2002, TO THE FOLLOWING ADDRESS:**